

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, January 22, 2004
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Room

I. Roll Chair Garcia called the meeting to order at 7:00 p.m.

Commissioners/Alternates Present: Arthur, Downey, Chahal, Garcia, Grilli, Iringan, Swiger
Commissioners/Alternates Present: Mateo
City Council Liaison Present: Bob Livengood
MUSD Liaison Absent: Mike Mendizabal

II. Alternates Alternate Mateo was seated.

III. Pledge Chair Garcia led the Commission in the Pledge of Allegiance.

IV. Minutes **MOTION** to approve the Minutes of October 23, 2003.

M/S: Swiger/Iringan Ayes: All

V. Agenda **MOTION** to approve the January 22, 2003 agenda.

M/S: Swiger/Grilli Ayes: All

VI. Announcements/Correspondence

Staff announcements:

1) Jenifer Lind resigned from the commission due to her appointment to the Citizens Advisory Commission; 2) Reminder about 50th City of Milpitas Anniversary Celebration on Mon., 1/26/04 – commissioners may RSVP to staff; 3) Reviewed the commission packet and announced the Sister Cities International Art Competition and Annual Awards Program deadlines; 4) Distributed monthly dividers for commissioners' binders.

VII. Citizen's Forum

None.

VIII. Elections

Staff called for nominations of Chair. Debra Garcia was named.

MOTION to elect Debra Garcia as Chair of the Commission.

M/S: Chahal/Iringan Ayes: All
Chair Garcia called for nominations of Vice Chair. Echo Arthur was named.

MOTION to elect Echo Arthur as Vice Chair of the Commission.
M/S: Iringan/Chahal Ayes: All

IX. New Business

1. GLOBAL VILLAGE EVENT: MAY 1, 2004

Staff stated this event occurs every two years and asked for a volunteer from the commission to coordinate a booth display for each sister city. Arthur volunteered for Tsukuba; Iringan for Dagupan; and Garcia will assist as well. The event is scheduled from 11:00 a.m. to 4:00 p.m. at the Milpitas Sports Center Field. Volunteers from the commission are needed to host an exhibit, including set-up and breakdown. Swiger asked about selling items at the event, and Councilmember Livengood mentioned the need for a sales license. Vice Chair Arthur stated she would call the event coordinator and follow-up with a report at the February meeting. Staff noted the need for official sister cities to be represented.

X. Old Business

2. 2004 DRAFT WORK PLAN REVIEW

Staff requested commissioners be named as 'leads' for official and potential sister cities and that she receive comments on the draft.

Commissioner Grilli volunteered to coordinate the proposed MOU for Huizhou, China. Vice Chair Arthur will continue as lead for Tsukuba and both upcoming visits, and will have assistance from Chair Garcia and other commission members. Commissioner Iringan will continue as lead for Dagupan.

By consensus, the commission decided that the final version would be reviewed at the February meeting with a recommendation for adoption.

3. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP

Mayor Esteves and Vice Chair Arthur participated in a sister city visit on December 18 – 23, 2003, to Dagupan City. In addition, Romy Manuel from the Dagupan City Association of Northern California (DCANC) was present.

Vice Chair Arthur stated that representatives from Dagupan were very welcoming and professionally organized. She mentioned a concern about invitations that were sent outside of Milpitas, including invitations sent to people in San Jose and the Los Angeles area. She asked how much authority does Mayor Esteves have to invite non-Milpitas residents, and does the MOU provide invitation to everyone. Staff responded that Mayor Esteves may invite whom he pleases in his capacity as mayor of Milpitas.

Vice Chair Arthur continued: the visit went well, however, when there have been visits to the sister city in Japan, it was clear to everyone who was going to visit and that everyone was from Milpitas. Staff noted that the Pawil Festival may not have been the best way to kick off the sister city relationship with Milpitas. This important event to Dagupan draws people internationally. Dagupan officials may not have been able to totally devote their full attention to the Milpitas relationship. Iringan noted that he did not have any problems with this situation and asked if there were incidents where anyone did not conduct himself or herself properly. Vice Chair Arthur replied yes, and stated it was her understanding that a person from the

Los Angeles area had represented herself as being from Milpitas and a previous member of a Milpitas commission. It was clarified that this individual had been a Milpitas resident at one time.

Commissioner Iringan referenced a letter dated November 26, 2003, that Mayor Esteves signed. It was addressed to Mayor Lim of Dagupan. Staff noted that a copy of this letter was provided in the agenda packet. Iringan stated that the letter appeared open-ended in terms of whom Mayor Lim may invite to Milpitas. Discussion followed regarding the legitimacy of such a letter and any potential liability to the City. Staff stated that the letter was reviewed and approved by the City Attorney's Office prior to obtaining Mayor Esteves' signature. She referred to the City Attorney's opinion quoted in the staff memorandum, which was attached to this letter in the agenda packet. It is the opinion of the City that no liability exists to the City and that this is a legitimate letter for the Mayor to sign. Discussion followed regarding the need for specific letters of understanding between sister cities. Council member Livengood noted that detailed itineraries, along with names and titles of official visitors to Milpitas, need to be established before travel occurs. He also noted his concern about the letter appearing open-ended in terms of possible abuse. He stated that no one from another country should take any letter from the City of Milpitas, which was requested for sister city travel and bring it to the consulate just to visit the U.S. Any visits are to be directly focused on the sister city relationship. Chair Garcia stated that specific requests can be accommodated for sister city visits, and she agrees that it is inappropriate to use a sister city relationship with Milpitas for individual travel or gain.

Staff asked commissioner Iringan if he could speak with Dagupan's representative, Rafaael Baraan, to clarify this issue and determine Dagupan's understanding of this letter and report back at the February meeting.

Commissioner Swiger thinks this letter opens up the sister city process to be misused for illegal immigration. Again, Council member Livengood noted his concern about a general invitation that does not refer to specific dates and cultural events. He stated they may send visitors here, but only if it is directly related to the sister cities relationship. Iringan asked who wrote the letter. Staff responded that she wrote the letter, which was based upon a request from Dagupan. It was reviewed and approved by the City Attorney's office.

Staff noted that there had been past discussion of Mayor Lim visiting Milpitas in April. Council member Livengood stated the need to keep the relationship structured and to have specific events.

There was some discussion about sending a follow-up letter with revisions to clarify the invitation to Dagupan for sister city purposes. The commission will wait for a follow-up report from Iringan at their February meeting after he speaks with the Dagupan representative.

Staff noted that the budget is overextended this year due to the gift and shipping of the City of Milpitas' official gift to Dagupan City, and no funds remain. Staff distributed a table showing the gift and shipping costs. Vice Chair Arthur asked for financial assistance from the DCANC, stating her understanding that it had been this association's intention to provide financial assistance when it represented Dagupan's request for a sister city relationship with Milpitas. Mr. Manuel stated that he would be pleased to request this of the DCANC and reinforced the association's intention to assist with the visits as much as possible. Vice Chair Arthur mentioned a possible visit from Dagupan's Mayor in April and the need for financial assistance at that time. She also noted that the commission has always stayed within budget for the past seven years when visiting Tsukuba and reiterated the need to stay within budget for all sister city relationships and activities. Staff acknowledged that gift giving from a U.S. city may not always rise to the par of that of non-U.S. cities for important reasons. Council member Livengood asked for the commission to find out how many attendees will be visiting from Dagupan and Tsukuba and he will assist with fundraising efforts for gifts.

In terms of the Dagupan visit, Mr. Manuel does not yet know the number of visitors. He added that the visit may be pushed past the mayoral election in May. Iringan will follow-up with Mr. Baraan about dates.

Iringan also noted the need to ask financial support from the DCANC. Mr. Manuel mentioned that the association could help with accommodations as well. Swiger asked if the association could help reimburse a portion of the cost and shipping for the Dagupan gift. Mr. Manuel stated he would take this request to the DCANC. He also stated he would work with Iringan and Council member Livengood to pull funds together for future visits. Mr. Manuel also stated that the association would provide reimbursement to Vice Chair Arthur and Iringan for dinners they purchased for Dagupan visitors in October 2003.

4. RECOMMENDATION OF SISTER CITIES RELATIONSHIP: HUIZHOU CITY, CHINA

At its July 24, 2003, meeting, the commission passed a formal recommendation to the City Council for a sister city relationship. At its September 25, 2003, meeting, the commission amended its approval recommending this relationship to City Council with Huizhou City to include a two-year duration and report to Milpitas City Council. Originally this item was to be placed on the February 17, 2004, City Council agenda, however, by consensus of the commission, this item was moved to March 2, 2004, so that Commissioner Grilli would be able to attend, as he volunteered to be the commission's contact person for Huizhou.

Staff noted that China does not have individual logos for its cities so such a symbol would not appear on the proposed MOU with Huizhou.

Frances Chien was present to represent the Huizhou-Milpitas Sister City Committee. Vice Chair Arthur noted assurances required of the committee to financially support visits. Mr. Chien stated that his committee would provide the necessary financial assistance.

Swiger, with consensus from the commission, requested to edit the memorandum in item 2, stating "each visit shall be reviewed in advance with the Sister Cities Commission and the Huizhou-Milpitas Sister Cities Committee." Staff will add this before preparation of the packet for the City Council. The edited MOU draft will be in the February agenda packet.

5. RECOMMENDED SISTER CITIES RELATIONSHIP: TSUKUBA CITY, JAPAN

Background: During its special meeting of Oct. 1, 2003, the commission received a request from Tsukuba officials to revise the current MOU. At the commission's direction, staff provided a redrafted MOU to Tsukuba representatives. Chair Garcia and Vice Chair Arthur have since been in contact with Tsukuba officials regarding comments and final approval. Chair Garcia received emails from Tsukuba officials requesting that the term end in December 2008 instead of 2009. Garcia asked for any comments or suggestions.

The commission concurred on an end date of December 2008. Garcia recommending putting this item on the February 17, 2004, agenda. Vice Chair Arthur noted that she would not be able to visit Tsukuba this year. Chair Garcia mentioned that her contact in Tsukuba is willing to help with translation and that she is planning on attending this year. Swiger asked if there is a way to get outside funding so that this responsibility does not fall heavily on two or more people. Staff stated that should a non-profit 501 (C) - 3 be formed to support sister city activities, it would be free to conduct its business as was noted during discussions last year. Vice Chair Arthur noted the need to send notices to schools.

Staff stated that the MOU signed by Mayor Fujisawa would be included in the Council's agenda packet for March 2., 2004. The commission could call a special meeting to do it's planning for this trip, or can plan separately and bring this item to the February commission meeting. Vice Chair Arthur noted that in March the airlines usually offer special discounts for travel through June. She volunteered to research this offline and report at the February meeting.

XI. CITY COUNCIL LIAISON REPORT

Council member Livengood reported that usually the City Council hosts a dinner in January to thank all of the commission members for their service throughout the year. However, this year the event will be moved to late June for a barbeque celebration.

XII. FUTURE AGENDA ITEMS

1. 2004 Draft Work Plan Review (Feb.)
2. Standing Items: Sister City Relationships/Cultural Exchanges:
 1. Tsukuba Relationship & Cultural Exchanges
 2. Dagupan Relationship & Cultural Exchanges
 3. Recommended Sister Cities Relationship: Huizhou, China

XIII. Adjournment

MOTION to adjourn.

M/S: Echo/Iringan Ayes: All

No further business was discussed with the meeting adjourned at 8:45 p.m. until the next regularly scheduled meeting on February 26, 2004.

Respectfully Submitted,

Holly Cuciz
Recording Secretary

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, February 26, 2004
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Room

I. Roll Chair Garcia called the meeting to order at 7:00 p.m.

Commissioners/Alternates Present: Arefi, Arthur, Downey, Garcia, Grilli, Iringan, Mateo, Swiger
Commissioners/Alternates Absent: Chahal
City Council Liaison Present: Bob Livengood
MUSD Liaison Present: Mike Mendizabal

II. Alternates Alternate Mateo was seated.

III. Pledge Chair Garcia led the Commission in the Pledge of Allegiance.

IV. Minutes **MOTION** to approve the Minutes of January 22, 2004.

M/S: Grilli/Swiger Ayes: All

V. Agenda **MOTION** to approve the February 26, 2004 agenda.

M/S: Swiger/Iringan Ayes: All

VI. Announcements/Correspondence

Chair Garcia presented Linda Downey with an official certificate as a commission member. She announced that Roselda Mateo is the first alternate, and introduced the new second alternate, Massoud Arefi.

Staff announced that she was asked to provide a City Hall tour for an official from Daet, Philippines in November. She was not advised that the Daet representative returned home with a recommendation to adopt a sister city relationship with Milpitas. Staff noted that discussions regarding a sister city relationship pertained to the Commission's Focus Areas, Criteria and the Request for Sister City form. The Mayor sent a letter to Daet on February 20, explaining the appropriate process to become a sister city.

Staff distributed passwords for the Sister Cities International website and requested updates of contact information on the Directory of Local Officials.

VII. Citizen's Forum

No members from the public present.

VIII. Old Business

1. GLOBAL VILLAGE EVENT: 5/01/04, 11 AM TO 4 PM, LOCATION TBA

Vice Chair Arthur noted she received the Global Village information packet. The organizers thought that Tsukuba was the only sister city that needed a booth, however, she has obtained one booth for general information, one booth for arts crafts, and one booth for Japanese food. Staff noted that the Commission's booth is for the representation of official sister cities. The Japanese food booth will feature California rolls. Iringan will follow-up with the Philippine-American Association to obtain information for a booth and activity of Filipino culture. Staff noted that the plaques presented to the City by Dagupan could be there along with a framed MOU. He will need to have crafts and activities related to Dagupan – perhaps a cultural activity or game for children. Vice Chair Arthur reported that this is a 10-foot by 20-foot booth for artifacts, gifts and activities related to the sister cities. Food booths are separate and set aside in another area. Arthur noted that Sushi Lovers owner, Charlene Tsao, is willing to donate the California rolls. Chair Garcia stated she will research how many rolls were sold two years ago and make an increase of 10%. Arthur asked about the revenue. Staff stated that the commissions may decide what to do with the revenue. Swiger asked if revenue can we put it into the commission budget. Staff replied no, however, someone on the commission can offer to hold the revenue on behalf of the commission to be used for its purposes. Swiger asked if there is a sales tax on the food. Staff said yes, the event organizers will handle the sales tax. Council member Livengood explained the sales tax process for this type of event. Charlene Tsao is asking for a thank you letter for her donation. Staff noted that the commission may write an official letter and present it to her at a meeting. Further updates will be provided at the commission meeting in March.

2. 2004 DRAFT WORK PLAN REVIEW

Staff requested a review of the final draft work plan that is included in the agenda packet, with updates from the January meeting. The events highlighted in yellow note the lead commissioner. The lead commissioner may create a subcommittee, which can also include non-commission members. Grilli asked how the lead assignments were made. Staff stated that if a commissioner has volunteered to be a lead for a particular city, then that commissioner's name is noted with events associated with that City. Staff noted that this is a working document and is subject to revision. Staff asked if there is a possibility that Dagupan Mayor Benjamin Lim will visit after the May elections. Vice Chair Arthur replied that there was some discussion of will visit in July not April. Iringan will follow-up regarding the Mayor's visit.

Staff will distribute updated copy of the work plan at the next agenda packet. This item will be removed from the agenda.

MOTION to adopt work plan with minor edits.

M/S: Grilli/Iringan Ayes: All

3. RECOMMENDATION OF SISTER CITIES RELATIONSHIP: HUIZHOU CITY, CHINA

Grilli stated that the final draft MOU was included in the commission packet. Staff and Grilli met with Francis Chien to discuss the presentation to Council on Feb. 20. They will meet again on March 1 to prepare for the Council meeting with the presenter from Huizhou. All commissioners are encouraged to attend the 3/02/04 Council session. Mr. Chien will request that supporting residents attend.

Swiger had questions about the MOU and asked for a possible text change. His intention is to ensure that there are not activities that will occur outside of the sister cities program. He feels that item one may open up events to happen outside of the sister cities commission. Chair Garcia noted that she believes item four addresses this issue. Grilli thinks the original memorandum is fine. There was also a question noting that this is a two-year MOU, yet there is only one exchange mentioned. Staff noted that this is only a minimum, however they may do two visits each year. Swiger thought that Huizhou's initial main interest was business. Garcia noted that Huizhou representatives repeatedly stated their interest in student and cultural exchanges. Vice Chair Arthur asked about the ease of obtaining a visa. Staff stated that when the U.S. accepts a foreign city as a sister city, it is easier for people of that city to obtain visas; this is why specific guidelines for exchanges are created in addition to the MOU as perhaps letters of understanding prior to travel. Arthur noted that we may not be able to afford to visit Huizhou, and these city representatives may visit Milpitas more often. Staff stated that this is set up as an even exchange, and therefore, the same number of exchange visits shall be maintained. Garcia stated she approved the final MOU as is. MUSD Liaison Mendizabel stated that their goal is to have a student exchange at the high school level in the next two years. Staff noted that this is certainly a possibility as Huizhou representatives specifically presented this in their presentations to the Commission. MUSD Liaison Mendizabel may opt to work with the lead commissioner Grilli should the draft MOU be approved by the City Council.

Chair Garcia recommended approval of the final draft of Huizhou MOU in its current form.

MOTION to approval final draft of Huizhou MOU for presentation to the City Council.

M/S: Grilli/Iringan Ayes: All

4. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP

Iringan awaits responses to his e-mails sent to the Dagupan representative with proposed activities for the year 2004. Staff requested the Commission's review Swiger's thank you letter to Mrs. Iringan for her donation of \$200 towards the Dagupan gift. Staff will put format the letter as discussed and include a certificate and 50th Anniversary pen set.

5. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP

Chair Garcia reported that the Milpitas City Council approved the MOU with Tsukuba at its February 17, 2004, session for the next four years. Staff posted adult and student applications for the June visit and cultural exchange to Tsukuba. Vice Chair Arthur took applications to the middle schools with a deadline of March 10. Chair Garcia will contact the *Milpitas Post* regarding the visit.

Discussion followed regarding planning for the Milpitas-Tsukuba cultural exchange and need to confirm potential visits dates from Mayor Fujisawa. The commission will discuss a draft itinerary plan at their March meeting. Staff requested that the commission lead propose a draft itinerary and cost estimate. Chair Garcia will obtain some itinerary ideas from Tsukuba before the next meeting.

Vice Chair Arthur announced that she will not be able to travel to Tsukuba this year. Chair Garcia stated she is planning to attend. Vice Chair Arthur noted the need for at least one more adult to attend. She reported that the travel agency has kept the same low fee this year even though the group is smaller. Chair Garcia noted that the commission should send them a thank you letter. Staff noted that the letter may go out after the tickets are purchased or after the visit. Vice Chair Arthur noted the cost of a flight in June would be approximately \$682 plus tax, even though this is their peak season, with a departure date of June 11th, returning on June 20th.

Swiger distributed handouts of a proposed organizational chart due to concerns he perceived by the Mayor at the last City Council meeting. The chart noted equal funding for all cities. Chair Garcia stated that each program is different and the unique character of each relationship needs to be viewed separately. Chair Garcia stated her understanding is that the formation of a Sister Cities Association would support those relationships. Iringan asked if the association would have control of funds from the City. Grilli replied no, that the association would handle funds from groups and operate as a non-profit organization so that donations would be tax deductible. Chair Garcia inquired about Council funding. Staff replied that a budget proposal to the City Council would be considered. It may include a specific funding amount for each City; it is tentative. Staff would propose approximately \$2,600 per city, however this does not mean this amount would need to be fully spent. Grilli noted that City funding is for specific facets of each visit and this is a proposal that the Council has not approved yet. Iringan asked if the association would ask the City for funding. Grilli replied it would not. Chair Garcia noted that processes that are already in place are very similar to those that Swiger is showing on his organization chart. Mateo suggested that any funds raised should be donated to the new association instead of having separate funds as noted on the organization chart. Council member Livengood stated that the City Council would not fund one city more than other. He stated the City Council's perspective is that there should be an equal amount available for all sister cities, with a similar and equal reception, however if the groups go to events sponsored from an association, the visits may be more ornate because of more support from outside organizations. Grilli also noted that an association may help to 'level the playing field' through fundraisers that would be applied to any City that has the most need for support. Iringan asked who does the accounting for the association. Grilli noted that the association has to work within the IRS rules; they have to stay within their bylaws and incorporation regimens, where their function would be to support the international cultural exchanges. They are independent of the City, but they have to follow certain parameters. Livengood noted that changes will happen as the City adopts new sister cities. Initially there was only one (Kukizaki, now Tsukuba), and now there are two with the possibility of a third sister city. He noted that the relationships will change and visits will change as well, as each city cannot be visited each year. However, the structure deal with the dynamics of the situation will remain the same. Again, he underscored that from City's perspective, each city will be treated equally and that there is not a direct relationship between the City and the association.

Swiger noted a possible problem with the association where other cities may not want to contribute funds with the knowledge that it's going to other cities. Staff replied she has done some research on how other associations handled this issue: some charge an annual fee; some charge different amounts for various events and activities; some conduct fundraising to maintain funding in a general account. The association is primarily a fundraising entity, however it may also set up a dues structure. She added that there is increased flexibility for a non-profit organization that the government does not have.

By consensus, the commission decided to discuss this item further at the March meeting.

XI. CITY COUNCIL LIAISON REPORT

No report.

XII. FUTURE AGENDA ITEMS

1. Sister Cities Association Update
2. Global Village Event: 5/01/04
3. Standing Items: Sister City Relationships/Cultural Exchanges:
 1. Recommended Sister Cities Relationship: Huizhou, China
 2. Tsukuba Relationship & Cultural Exchanges
 3. Dagupan Relationship & Cultural Exchanges

XIII. Adjournment

No further business was discussed with the meeting adjourned at 8:45 p.m. until the next regularly scheduled meeting on March 25, 2004.

MOTION to adjourn.

M/S: Grilli/Swiger

Ayes: All

Respectfully Submitted,

Holly Cuciz
Recording Secretary

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, March 25, 2004
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Room

I. Roll Chair Garcia called the meeting to order at 7:00 p.m.

Commissioners/Alternates Present: Arefi, Arthur, Chahal, Downey, Garcia, Grilli, Swiger
Commissioners/Alternates Absent: Iringan, Mateo
City Council Liaison Present: Bob Livengood
MUSD Liaison Present: Mike Mendizabal

II. Alternates No alternates were seated.

III. Pledge Chair Garcia led the Commission in the Pledge of Allegiance.

IV. Minutes **MOTION** to approve the Minutes of February 26, 2004.

M/S: Grilli/Arthur Ayes: All

V. Agenda **MOTION** to approve the March 25, 2004 agenda.

M/S: Grilli/Swiger Ayes: All

VI. Announcements/Correspondence

Chair Garcia discussed the March 17 memorandum from the City Attorney regarding the Ethics Workshops hosted by the Citizens Advisory Commission. She noted that all commissioners are encouraged to attend and the committee is requesting that every City commission be represented at each meeting. Chair Garcia stated that she could attend all of the workshops except for the meeting on April 22, which conflicts with the Sister Cities Commission's meeting. Discussion followed regarding need for both the Chair and Vice Chair to be present at the commission meeting due to their responsibilities on the agenda. Staff was directed to inform the coordinator that the SCC would not be represented at the April 22 Ethics Workshop.

Staff noted two items on the 2004 Work Plan that were included in the agenda packet: 1) There is a tentative visit from Tsukuba Mayor Fujisawa in July that should be noted starting in April for planning and reporting purposes, and; 2) The commission lead will remain 'TBD' until discussion on this item.

VII. Citizen's Forum

Students from San Jose State University from an accounting class were present to observe the meeting. They requested to interview commissioners and will speak with them after the meeting.

VIII. New Business

1. MILPITAS SISTER CITIES ASSOCIATION

Commission Grilli noted that the necessary paperwork has been sent to the City Attorney's Office naming the two required officers for the filing. Board members have not yet been selected. This item will remain on the agenda.

IX. Old Business

2. GLOBAL VILLAGE EVENT: 5/01/04, 11 AM TO 4 PM, LOCATION TBA

Vice Chair Arthur noted that 10 countries would be represented at this event. Sushi Lovers will be donating California rolls and vegetable rolls. Vice Chair Arthur asked that staff write a thank you letter and certificate for Charlene Tsao, owner of Sushi Lovers, and June Romero, who will volunteer at the Japanese food booth. Staff replied that the Commission would make both available for presentation after the event. Vice Chair Arthur noted she has paid \$60 for the food booth permit. She is looking for volunteers to help purchase additional supplies or to bring supplies for the booth. Chair Garcia will obtain donations of chopsticks, soy and hot sauce; Council member Livengood offered to assist with these items as needed. Vice Chair Arthur estimated food booth sales at approximately \$100. For the cultural booth, she reported that there are two females to model kimonos and they would like to have a male model at the Commission's cultural booth. She also will prepare a time schedule for volunteers.

Staff noted that the event would take place at the Sports Center Fields. Grilli asked how much booth space is available. Chair Garcia noted that the 10-foot by 20-foot booth would be divided into thirds; two-thirds display for each Sister City and one-third for the cultural activity. There will be origami. Staff stated that public hours for the event are 11:00 a.m. to 4:00 p.m. Booth set-up should be complete one-half hour before the event. Two high school students will assist with the crafts. Swiger stated that two years ago children had a passport that was stamped. Chair Garcia offered to obtain a stamp for the passports. Arefi asked if the artifacts at the event are for sale. Chair Garcia replied no, these are gifts from the sister cities. Staff advised that the Commission's coordinator should find out how the passport concept works and the appropriate way for the Commission to participate. Vice Chair Arthur will contact City Recreation staff with this inquiry.

3. HUIZHOU CITY, CHINA: SISTER CITIES RELATIONSHIP

Grilli stated that City Council approved this sister city relationship as defined in the MOU on March 2. In addition, he has had brief email discussions with Huizhou contacts regarding the parameters for an exchange. Nothing has been established other than the possibility of Milpitas students traveling there in June, which he does not foresee as possible due to the time frame. Another idea is to host Huizhou students in the fall, then a Milpitas delegation could travel to Huizhou in the spring when the weather is better and it is more economical. MUSD Liaison Mendizabel clarified that Huizhou City representatives first proposed the high school student exchange, and not him as noted in the February minutes.

Mr. Francis Chien distributed a proposal for a ten-day visit to Huizhou in July 2004, which can be modified. Council member Livengood noted that the age range listed is from 18 to 25, which would limit the ability for high school students to attend. Chien clarified that high school students of younger ages could attend. Council member Livengood would like to ensure that students under 18 could attend. Commission members asked about the Huizhou weather in the summer. Chien noted that the summer is extremely humid and hot, and the airfare is more expensive as well. Grilli stated that in order to have participation, travel needs to take place at an economical time and when the weather is more tolerable.

Staff asked about the next steps on this item. Grilli will report at the next meeting regarding discussions with Chien. Chair Garcia stated that she believes it is a good idea to host first and then visit Huizhou. She added it's easier to find host families during the school year as opposed to the summer. She stated that the commission could discuss a possible visit to Huizhou in October 2004, and a visit to Milpitas in April 2005.

Staff asked the Commission to review the final MOU format, translation of which was approved by Huizhou City representative Catherine Chengaoyan, member of the Huizhou Sister City Commission. These will be printed on quality paper. Staff requested the Commission's approval. Mayor Esteves would sign three of each language version and would then give to Chien to send to Huizhou Mayor Yebin. Two sets need to be sent back to Milpitas for the Clerk's Office and Mayor Esteves, and then the MOU could be posted on the website. Staff asked how to reference the Mayor. Chien stated he should be referred to as Acting Mayor as opposed to Mayor until further notice.

By consensus the commission approved staff's request.

4. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP

Staff distributed draft information on behalf of Commissioner Iringan, who has not yet received feedback from Rafael Baraan, the Dagupan contact. Iringan's proposal was that the Commission continue to work on a proposed visit to Dagupan. Chair Garcia recommended holding discussion pending review with Iringan at the next meeting.

5. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP

Vice Chair Arthur stated that the first deadline for applications was March 10 and she did not receive any responses. She distributed flyers at several locations and extended the deadline to April 8. She noted that the Sankei Travel agency in San Jose would extend the deadline for booking discounted travel. Chair Garcia gave Vice Chair Arthur applications from last year. Vice Chair Arthur will call to see if these parents and students are still be interested as the trip did not take place last year.

Staff asked what would happen if no more students applied. Grilli also noted the difficulty in finding up to eight host families for their visit to Milpitas. Last year when the Tsukuba trip was cancelled, they also cancelled their trip. Swiger noted that perhaps we could focus more on letting the parents know about the visits. Chair Garcia suggested contacting the Boy and Girl Scout leaders and placing flyers at the Teen Center. Vice Chair Arthur asked about MUSD parent/student newsletters. MUSD Liaison Mendizabel replied that school newsletters are distributed quarterly and he suggested the fall newsletter, with a reminder in January in the future. Mendizabel asked Vice Chair Arthur to inform him before she visits schools so he can speak to the principals and staff in advance. Vice Chair Arthur researched hotel costs with Inns of America and noted that they have reasonable pricing. The lead commissioner can determine what to use.

This item will remain on the agenda.

XI. CITY COUNCIL LIAISON REPORT

No report.

XII. FUTURE AGENDA ITEMS

1. Global Village Event: 5/01/04

2. Milpitas Sister Cities Association
3. Standing Items: Sister City Relationships/Cultural Exchanges:
 - a. Tsukuba City, Japan
 - i. June 2004 Milpitas-to-Tsukuba Visit (April)
 - ii. July 2004 Mayor Fujisawa's visit to Milpitas (April)
 - iii. August 2004 Tsukuba-to-Milpitas Visit, Planning Session (May)
 - b. Dagupan City, Philippines
 - c. Huizhou City, China
4. 2004 Work Plan Review (upcoming items)

XIII. Adjournment

No further business was discussed with the meeting adjourned at 8:40 p.m. until the next regularly scheduled meeting on April 22, 2004.

MOTION to adjourn.

M/S: Swiger/Arthur Ayes: All

Respectfully Submitted,

Holly Cuciz
Recording Secretary

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, April 22, 2004
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., 4th Floor Conference Room

I. Roll Chair Garcia called the meeting to order at 7:05 p.m.

Commissioners/Alternates Present: Arefi, Arthur, Chahal, Downey, Garcia, Mateo, Swiger
Commissioners Absent: Grilli, Iringan
City Council Liaison Present: Bob Livengood
MUSD Liaison Present: Mike Mendizabal

II. Alternates Alternates Mateo and Arefi were seated.

III. Pledge Pledge of Allegiance was not conducted. There was not a flag in the meeting room.

IV. Minutes **MOTION** to approve the Minutes of March 25, 2004.

M/S: Swiger/Mateo Ayes: All

Vice Chair Arthur would like to note \$56 that was paid to the health department.

V. Agenda Staff corrected numbering on the agenda so that Huizhou City is Item 4.

MOTION to approve the April 22, 2004 agenda.

M/S: Swiger/Mateo Ayes: All

VI. Announcements/Correspondence

Staff distributed current SCC by-laws as requested by Alternate Commissioner Arefi. Staff conveyed thanks from the Planning & Neighborhood Services Director for its willingness to move this meeting location to support the Ethics Workshop.

Vice Chair Arthur announced that a family from Tsukuba City will visit Milpitas May 14 – 15 and requests a tour of City Hall. Staff will confirm scheduling and follow up regarding tour arrangements.

VII. Citizen's Forum

No members from the public were present.

VIII. New Business

1. MILPITAS SISTER CITIES ASSOCIATION

Commissioner Grilli asked Chair Garcia to report that he is still waiting to receive the paperwork. Once he receives the tentative non-profit status, he will actively recruit members.

IX. Old Business

2. GLOBAL VILLAGE EVENT: 5/01/04, 11 AM TO 4 PM, SPORTS CENTER FIELDS

Vice Chair Arthur distributed an event schedule. To host the food booth, she requested assistance with the purchase of soy sauce; Sushi Lovers will provide the remaining items. Arthur distributed a sign-up form for commissioners to bring items necessary to support food sales. Arthur also needs someone to pick up and deliver the food donation.

Chair Garcia announced that Commissioner Grilli is coordinating with Francis Chien to obtain a display for the Huizhou City table. She noted that Mr. Chien agreed to provide someone to represent Huizhou City. Chair Garcia continued that Commissioner Iringan is working to obtain items for the Dagupan City display. Romy Manuel or another representative from the Dagupan City Association of Northern California will represent this display. Staff will bring the plaques Dagupan City presented to Milpitas. Items from Tsukuba City are available for display. Staff will contact Garcia to coordinate the items for Tsukuba, as well as bringing the silk tapestry from Huizhou. Arthur will provide the origami paper for the event and Garcia will supervise the volunteers to teach the craft at the booth. Staff asked how many tables are provided for the cultural booths. Arthur replied two. Staff will request four tables and additional chairs. Arthur reported that Recreation staff would provide stickers to use for the children's passport books. Staff will bring color copies of each MOU to display, and will also provide display holders. Garcia will bring banners for the tables. Arefi asked about flags for each country. Garcia noted that the commission does not have flags from any of the sister cities or their countries at this time. Staff noted that these are city-to-city relationships, as opposed to nationalities. Perhaps the lead commissioners could obtain a city flag from each sister city. She will research providing Milpitas flags to each sister city. Garcia will follow-up with city name banners. Arthur will contact Downey about attendance at the event and Garcia will confirm Iringan's attendance.

Garcia asked for a review of the Global Village event to be put on the May agenda.

3. WORK PLAN REVIEW UPDATE

Staff updated the work plan as follows: 4th of July Parade is canceled; Tsukuba visit to present gift to City Council on July 6; TBD will appear where lead commissioners are needed to complete the upcoming events. The SCC accepted these updates by consensus.

4. HUIZHOU CITY, CHINA: SISTER CITIES RELATIONSHIP

Chair Garcia, noting that letter from Mayor Yebin is included in the agenda packet, provided the following update at the request of Commissioner Grilli: 1) His response to Huizhou's inquiry to determine if Milpitas students would attend a summer camp in Huizhou City was that Milpitas is not prepared to send students this soon; 2) He asked the Huizhou contact to explore Milpitas hosting Huizhou students this Fall 2004 and Milpitas students visiting Huizhou during our spring break on April 18, 2005 through April 22, 2005. Grilli awaits response from Huizhou.

Regarding Huizhou's emailed request for a response to Mayor Yebin's letter to Mayor Esteves, staff noted that requested information from Huizhou was not forth coming. She noted the need for specific details to determine the purpose of Mayor Esteves' response. Staff stated the draft letter would be rewritten for Mayor Esteves' signature by the end of April.

5. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP

Chair Garcia provided the following update from Commissioner Iringan: 1) He has sent several e-mails to Mr. Baraan and has not yet received a response as to whether anyone from Dagupan will be visiting. Commissioner Swiger asked about recruiting city employees to visit Dagupan because this is a government-to-government relationship. Garcia noted that we need to wait to be invited to Dagupan before we can recruit anyone. Swiger noted that this inquiry could be made informally. Staff noted that the terms of the MOU include an exchange of information, as well as visits. Staff noted that it seems preliminary to extend an invitation to Milpitas employees and agreed with Garcia that an invitation needs to be extended to Milpitas before inquiries are made of city employees. Council member Livengood stated that city employees do not want to be the ones to say I want to go, and the impetus should not come from city employees. He noted that the invitation could be extended to the City Council, and as budget permits offer the invitation to employees, but if not, employees may be invited to attend at their own expense. There has not been a budget for employees' travel expenses to sister cities in the past. Discussion followed regarding possibility of the lead commissioner to present this idea to Dagupan contacts.

6. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP

Vice Chair Arthur thanked Commissioners Iringan and Swiger for their support distributing flyers at St. John's School. She noted receipt of six applications from middle school students and four adults to attend the June visit to Tsukuba. Chair Garcia noted that a formal invitation should be extended to the City Council. Staff offered to write an item to the City Council in their weekly report informing them of the dates. Also, the lead commissioner could send a letter to each council member. Chair Garcia requested that staff should go ahead and extend the invitation in the next City Council weekly report. Council member Livengood noted that the weekly report is mailed out on Fridays. Vice Chair Arthur needs full information by the orientation date for the travel agency. Staff noted the need to provide a deadline for a response from the City Council.

Milpitas Unified School District representative Mendizabel asked Vice Chair Arthur to check at the district office for a room for the orientation. Arthur would like to have the orientation early next week in the early evening. Garcia received a tentative itinerary from Tsukuba, which she distributed to the commissioners. Garcia will ask Tsukuba if we may expand the number of adults who will be visiting.

Discussion continued regarding a possible visit from Mayor of Fujisawa on Monday, July 5. Staff asked if it is possible to move this to Tuesday, July 6 since July 5 is a City Holiday honoring the Fourth of July. Arthur will follow-up and volunteered to be the lead commissioner for his visit.

XI. CITY COUNCIL LIAISON REPORT

No report.

XII. FUTURE AGENDA ITEMS

1. Global Village Event: 5/01/04
2. Milpitas Sister Cities Association
3. Standing Items: Sister City Relationships/Cultural Exchanges:
 - a. Tsukuba City, Japan
 - i. June 2004 Milpitas-to-Tsukuba Visit (May)
 - ii. July 2004 Mayor Fujisawa's visit to Milpitas (May)

- iii. August 2004 Tsukuba-to-Milpitas Visit, Planning Session (May)
 - b. Dagupan City, Philippines
 - c. Huizhou City, China
- 4. 2004 Work Plan Review (upcoming items)

XIII. Adjournment

No further business was discussed with the meeting adjourned at 8:20 p.m. until the next regularly scheduled meeting on May 27, 2004.

MOTION to adjourn.

M/S: Swiger/Mateo Ayes: All

Respectfully Submitted,

Holly Cuciz
Recording Secretary

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, May 27, 2004
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., 4th Floor Conference Room

I. Roll Chair Garcia called the meeting to order at 7:00 p.m.

Commissioners/Alternates Present: Arefi, Arthur, Chahal, Downey, Garcia, Mateo, Swiger. Commissioner Grilli arrived at 7:20 p.m.
Commissioners Absent: None
City Council Liaison Present: Bob Livengood
MUSD Liaison Present: Mike Mendizabal

II. Alternates Alternates Mateo was seated.

III. Pledge Chair Garcia led the Pledge of Allegiance.

IV. Minutes Commissioner Swiger requested that Item 5, third line be changed to "... inquiring of City employees", and that a visit to Dagupan would be "at their own expense."

MOTION to approve the Minutes of April 22, 2004, amended as requested.

M/S: Iringan/Chahal Ayes: All

V. Agenda **MOTION** to approve the May 27, 2004 agenda.

M/S: Swiger/Iringan Ayes: All

VI. Announcements/Correspondence

Staff received a voice message from a Hiroshima City, Japan, representative offering information about a Japan/USA summit, and request to open communication with the City of Milpitas. Staff responded via e-mail.

Staff announced the Commissioners' Dinner is scheduled for Friday, July 23, at 6:30 p.m. Commissioners will receive an invitation soon and were requested to mark this date on their calendars.

VII. Citizen's Forum

Mr. Swanson, a Milpitas resident, distributed two counting devices and spoke about the importance of learning times tables and mathematics as the universal language. He expressed interest in the sister cities relationship with Huizhou, China. He would like to visit China and noted that he may visit there virtually as well. He presented a letter to the Huizhou emissary.

VIII. Old Business

1. GLOBAL VILLAGE EVENT: 5/01/04, 11 AM TO 4 PM, SPORTS CENTER FIELDS

Vice Chair Arthur noted that sushi sales generated \$185. She requested that staff format a certificate of appreciation for June Romero, for her help at the food booth, and Charlene Tsao for her generous donation of California and vegetable rolls. Chair Garcia noted that her daughter, Sadie Garcia, was the artistic lead for the origami activity and she would like a certificate provided to Sadie as well. Staff will format the appreciation certificates. Vice Chair Arthur noted that Commissioners Mateo and Iringan did a great job with the Filipino displays. For the next event, Vice Chair Arthur requested descriptive information about the Dagupan City display in advance and during event preparations. She was not aware that the Filipino community would display so many materials. She suggested more communication between the commissioners. Iringan noted that the volunteers present were from the Dagupan City Association of Northern California (DCANC). He noted they were very helpful and there was coordination between himself, Romy Manual, Board President of the DCANC, and Alternate Commissioner Mateo. Iringan expressed concern was that there were not any representatives for Huizhou City and hopes this is not a sign future cooperation. Chair Garcia stated she spoke with Francis Chien about this issue. Mr. Chien responded that the Huizhou-Milpitas Sister Cities Committee would participate in future events. It was not fully understood what was needed to support this event, but in the future they will provide representatives. Chair Garcia noted that Huizhou City send beautiful enlarged photographs and that staff delivered these, which were mounted for display, along with the silk tapestry of Huizhou's West Lake, which had been framed and hung inside the booth.

Chair Garcia thanked Vice Chair Arthur, and Commissioners Iringan, Mateo, Swiger, staff, and all civic volunteers that contributed to this successful event. Vice Chair Arthur noted that Swiger delivered the sushi and Iringan donated 20 gallons of water. She further Chair Garcia's donation of supplies which staff has stored for future events and noted her donation of several items. Staff observed that each sister city's displays was unique and many people asked about purchasing the display items. Swiger asked if consideration was given to having a central market at the event. Staff noted the requirement of a resale permit. Chair Garcia suggested speaking to the Recreation Department.

2. MILPITAS SISTER CITIES ASSOCIATION

Commissioner Grilli reported that the City Attorney's Office is correcting an error in the application and it had to be resubmitted to the State Department of Corporations.

3. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP

Chair Garcia noted that the travel dates are June 11-20, 2004. Two orientation meetings have been conducted and a third meeting is scheduled for June 4. Currently there are five students and four adults scheduled for the trip. Travel insurance is secured and everything is ready. A donation for a "Key to the City" plaque has made this official city gift possible, an appropriate gift for this first official visit of the MOU with Tsukuba City. Vice Chair Arthur also donated three framed photographs of San Francisco to take as gifts.

Chair Garcia reported sending an e-mail asking for exact names and titles of the people who will be visiting at the July 6 City Council Meeting. Staff asked if the Mayor of Tsukuba is not with delegation would it be acceptable to consider this an informal visit. Garcia replied this should be viewed as a formal visit. The gifts that Mayor Esteves will present will be the 50th Anniversary gift bags. Garcia will obtain information on the gift that Tsukuba plans to present to determine if another gift is appropriate, although more than likely the 50th anniversary gift bag is fine. Swiger asked if a reception planned. Staff replied that none is currently planned and noted that the group would be introduced at the City Council meeting. Staff

observed that this is not a cultural exchange, and recommended a reception be considered for the August visit.

The 2004 Tsukuba-to-Milpitas visit will take place August 16 to 23. Seven students will attend, who are from the households that will host Milpitas students. Two are sisters and will host Chair Garcia's daughter, she will host them when they visit Milpitas. The two sisters are daughters of a former Town of Kukizaki Mayor. There are already host families for all Tsukuba students. There may be four adults visiting, but that figure still needs to be confirmed. Staff distributed cost estimates for the Tsukuba cultural exchange pending budget approval from the City Council. Staff requested that a commissioner attend the June 15 City Council meeting to present this budget request. Staff noted that the fiscal year 2004-2005 budget recommendation is to provide \$2,600 per city for a total of \$7,800 in the City Council community promotions budget. The SCC is expected to recommend its use as appropriate. Discussion followed about increased expenses when cities visit here and an appropriate presentation could be accomplished with this budget. Staff distributed an overview of proposed expenses with these observations: 1) the least expensive way to provide group airport transportation is single trips each way from and to the San Francisco airport (SFO) is to designate a central drop-off and pickup location in Milpitas, preferably the Milpitas Community Center, and; 2) Catered and cooked BBQ at the Higuera Adobe would save costs and time. Planning discussion for the Friendship Party followed: Staff will be looking to the SCC to provide beverages and coffee service, as catering for this is cost prohibitive. Additional need exists for donations of ice and coolers. Iringan offered to donate a fruit tray. Vice Chair Arthur suggested dividing donations evenly among the commission members or the commissioners may solicit donations from the community. She stated that \$100 from the Global Village proceeds could be used. Staff stated that earliest delivery time at the Adobe would be 5:00 p.m. due to a scheduled classes. The available and reserved are August 19 and 20. Staff noted cost discounts for catering during the week. School Board Liaison Mendizabal noted that there is a MUSD School Board barbecue on August 19th. Arefi will speak to his employer about beverage donations and will visit other retailers in the City and report back. Staff asked for consensus to proceed.

Chair Garcia priced a 9" X 12" glass plaque on a black plate with gold lettering for a proclamation, which would match the Key to the City plaque to be presented to Mayor Fujisawa during the June visit. Staff noted need to present before the City Council to approve a proclamation from the Mayor.

Commissioner Arefi asked if the delegation would be arriving directly at Milpitas City Hall from SFO. Staff replied yes, there would be a brief greeting at the Host Family Exchange.

Grilli will attend the City Council meeting on June 15 as Chair Garcia will be accompany the Milpitas delegation to Tsukuba.

MOTION to recommend the proposed expenses to the City Council on June 15, 2004.

M/S: Arthur/Mateo

Ayes: All

4. HUIZHOU CITY, CHINA: SISTER CITIES RELATIONSHIP

Grilli noted that communication with Huizhou representatives is ongoing. Both cities representatives are considering a visit to Milpitas in Fall 2004, and a reciprocal visit to Huizhou in Spring 2005. Staff has forwarded the revised the Chinese translation of the MOU to Mayor Esteves for signature, and then Mr. Chien will pick it up for Mayor Yebin's signature.

5. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP

Romy Manuel, Board President, DCANC, informed the SCC that he contacted Dagupan City Administrator Rafael Baraan. He thanked Milpitas City Council, the SCC, and staff for the opportunity to participate at

the Global Village event and looks forward to the next event. He does not have a definitive date yet for a visit from Dagupan. Mayor Lim was recently re-elected to serve another six years and this will be his last term. In his last conversation with Mr. Baraan, Mr. Manuel noted that Mayor Lim still intends to visit this year, that he is not certain of the time frame, and he is in the process of applying for a visa. Trip planning may begin once Mayor Lim has secured the necessary visa. Mr. Manuel will keep the SCC updated.

Mr. Manuel noted that Mr. Baraan discussed a goodwill visit, and would like to propose a visit from a national Philippine artist to have an exhibition of his paintings in Milpitas. The SCC asked for this request in writing. Mr. Manuel noted that there may be a possibility of a student exchange next year and Mr. Baraan is optimistic that they may be able to get the necessary sponsors for five to ten people to conduct a goodwill visit for up to one month. He does not know if this could be a student exchange because there would need to be a visit from Milpitas as well. He noted that in Dagupan there are willing sponsors. Iringan asked why they are suggesting a one-month visit to achieve cultural immersion as opposed to one or two weeks. The DCANC would be the coordinator and sponsor. He considers this an educational visit that would include attending American school for three or four days per week. Chair Garcia stated that this would need to be worked out with the school district. Mendizabel stated that he would need to check on how this project could be conducted within MUSD's framework and State requirements. Mr. Manuel stated that they would like to time it during their regular school vacation in the Philippines. Staff noted that the current MOU expires in April 2005. Chair Garcia asked about the time frame for the visit. Mr. Manuel responded sometime in April or May 2005. Chair Garcia requested that they bring a proposal to the SCC. Mr. Manuel noted the DCANC would provide such in writing. Mendizabel noted that when students attend as a student exchange, they attend school for credit. Council member Livengood asked how the visiting students would spend their time while their host student is in school and who would be responsible for watching over them. Mr. Manuel replied there should be two chaperones from Dagupan that would be with the students. Grilli noted an issue regarding the student selection process and would like this to be open to all Milpitas students, not on an invitation-only basis. Mr. Manuel replied the DCANC would review it.

6. 2004 WORKPLAN REVIEW & UPDATE

Staff noted that there were no SCC volunteers for the Tsukuba-to-Milpitas Cultural Exchange. Vice Chair Arthur volunteered to be lead commissioner. However, she will not be available on August 23. Staff requested that a subcommittee be formed to work on determine the itinerary, planning and coordinating the Host Family Exchange, Friendship Party, Farewell Ceremony. Chair Garcia requested volunteers and stated that she would be available, but will also be busy hosting two students. Iringan volunteered to assist.

XI. CITY COUNCIL LIAISON REPORT

Council Member Livengood thanked all the commissioners for their help and participation at the Global Village event. He noted that it was a great success.

XII. FUTURE AGENDA ITEMS

1. Milpitas Sister Cities Association - Report
2. Sister City Relationships/Cultural Exchanges:
 - a. Tsukuba City, Japan
 - i. 2004 Milpitas-to-Tsukuba Visit - Report
 - ii. July 6, 2004 visit to Milpitas & City Council Presentation - Update (June)
 - iii. 2004 Tsukuba-to-Milpitas Visit - Planning Session/Itinerary (June)
 - b. Dagupan City, Philippines - Updates
 - c. Huizhou City, China - Updates

3. 2004 Work Plan Review - Upcoming Items, as needed (June)
4. European Sister City Research - Report (June)

XIII. Adjournment

No further business was discussed with the meeting adjourned at 8:20 p.m. until the next regularly scheduled meeting on May 27, 2004.

MOTION to adjourn.

M/S: Mateo/Iringan Ayes: All

Respectfully Submitted,

Holly Cuciz
Recording Secretary

Leslie Stobbe
Staff Liaison

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, June 24, 2004
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., 4th Floor Conference Room

I. Roll Chair Garcia called the meeting to order at 7:07 p.m.

Commissioners/Alternates Present: Arefi, Vice Chair Arthur, Chahal, Downey, Chair Garcia, Iringan, Mateo, and Swiger
Commissioners Absent: Grilli
City Council Liaison Present: Bob Livengood
MUSD Liaison Present: Mike Mendizabal

II. Alternates Alternate Mateo was seated.

III. Pledge Chair Garcia led the Pledge of Allegiance.

IV. Minutes Commissioner Iringan asked for a correction under item 1, noting that Vice Chair Arthur stated the concern about Huizhou participation. Under the same item, Vice Chair Arthur stated that it was staff that suggested more communication between commissioners.

MOTION to approve the Minutes of May 27, 2004, amended as requested.

M/S: Swiger/Iringan Ayes: All

V. Agenda **MOTION** to approve the June 24, 2004 agenda.

M/S: Swiger/Iringan Ayes: All

VI. Announcements/Correspondence

Vice Chair Arthur noted that the City of Milpitas gave her an appreciation certificate for the Sister Cities Commission for their participation at the Global Village event, which she distributed to the commission.

MUSD liaison Mendizabel stated that another MUSD Board member, Marsha Grilli, would be taking his place as the liaison to the Sister Cities Commission at some point soon.

Commissioner Chahal stated that Khadoor Sahib, in Punjab State India, is showing interest in a sister cities relationship with Milpitas. He advised them to go to the city's website for official forms. He noted that this is a very historical city with great museums.

Staff announcements: 1) Distributed information regarding the search for photos for the 2005 City Calendar; 2) Reminded commissioners about the Commissioner's Recognition Dinner on July 23rd; 3) Distributed information

about the process for obtaining commissioner's pictures for the city's website; 4) Distributed photos from the Global Village event.

VII. Citizen's Forum

No members from the public were present.

VIII. Old Business

1. MILPITAS SISTER CITIES ASSOCIATION

Chair Garcia noted that Commissioner Grilli was unable to attend, however, he reported that there have not been any changes. The City attorney has sent paperwork to the State Department of Corporations.

2. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP

a) Milpitas-to-Tsukuba Cultural Exchange, June 12 – 20, 2004: Chair Garcia stated that five students and four adults served as delegates. They had a great time and the weather was good throughout the entire visit. She brought the official City gift from Tsukuba, which is an owl for knowledge. She attended a meeting with the Tsukuba International Relations Committee (TIRC), the equivalent of the Sister Cities Commission, and noted that it would like to consider having adult and student visits at different times – Chair Garcia likes this concept. The TIRC would like Milpitas student visits to be ten or less with one or two chaperones. The Tsukuba Rotary Club would also like to have interaction between community groups such as the Milpitas Rotary Club and other organizations. The TIRC also suggested official five and ten year anniversary visits that would include both students and adults. Vice Chair Arthur asked if it is possible to send adults without a chaperone. Chair Garcia responded yes, some Tsukuba City staff spoke English well and worked with them during their visit. They had meals where there were no translators and it was not a problem. Vice Chair Arthur asked who would organize the visits and whether or not it would be the commission. Chair Garcia stated that if it were a visit between citizens then it would be coordinated between families for individuals and Rotary Clubs or other organizations would organize directly with each other. Commissioner Swiger asked what plans Tsukuba may have for an adult visit – would there be anything formal and would the accommodations be available for the price that is currently paid. Chair Garcia stated that if a group wanted to visit, the commission would try and coordinate with a group of adults in Tsukuba. The official contact would be Tsukuba, however, they would work with citizen groups to take over the coordination of a visit. She also indicated that the same accommodations should be available at a reasonable rate. Vice Chair Arthur expressed concern about transportation in Tsukuba and asked if it would be provided. Chair Garcia said it would not be provided throughout the City – it would be coordinated as it is currently. Swiger asked if they be proposing a change to the MOU. Chair Garcia said no, not at this point and they strongly encourage adult visits including all of the commissioners. Also, the Fall is a better time to visit in terms of weather and it is a cheaper time to fly to Asia.

b) Tsukuba Delegation Visit & Council Presentation, July 6: Chair Garcia stated that eight members of Tsukuba's Town Council including citizens will be visiting Mon., July 5 and Tues., July 6. She distributed a draft itinerary. Mayor Esteves and his wife will be joining the group for dinner on 7/05/04. Vice Chair Arthur and June Romero will assist with transportation – the group is staying at the Crown Plaza Hotel. Coordination has occurred between the Mayor and Police and Fire Departments and City Hall for tours. They will arrive about 12:30 p.m. on 7/06/04, and will tour City facilities. The delegation will depart before the City Council meeting because of flight arrangement issues. Vice Chair Arthur asked if commissioners in attendance are expected to pay the cost of the dinner. Chair Garcia responded yes, however, donations can be requested. Vice Chair Arthur asked if the Mayor would be willing to pay for some of the dinner. Chair Garcia stated that in the past the bill has been split evenly among those at the dinner including the Mayor. Swiger noted that the commission had spoke earlier about a standard

reception for all Mayors and that all should be treated the same. Chair Garcia noted that nothing has been developed yet and she will check with staff about research on this issue. Vice Chair Arthur noted that \$122.70 remains in funds from the Global Village event. Chair Garcia noted that she would contact Mayor Esteves about the gift issue. Vice Chair Arthur will find out what, if any, gift they are bringing. Swiger noted that perhaps the commission could revisit amount of money being spent on Friendship barbeque.

Vice Chair Arthur made a MOTION to use the \$122.70 to help pay for the Tsukuba delegation dinner.

M/S: Arthur/Mateo Ayes: All

c) Tsukuba-to-Milpitas Cultural Exchange, August 16 – 23, 2004: Chair Garcia stated that while she was in Tsukuba, she discussed the upcoming visit to Milpitas. Tsukuba will send two adult chaperones; one is a female teacher who would like a home stay with another teacher if possible - Mendizabel offered to check into this. The other chaperone is City staff member who would like to stay half the time at a hotel and half the time on a home stay. Host families are already set for all of the students. They have requested a tour of San Francisco and would like to go to Great America, the Tech Museum and a San Jose Giants game. Chair Garcia has done all of these activities in the past and noted that they are relatively easy to coordinate. Vice Chair Arthur asked if the host family would need to take them to these places. Chair Garcia noted that the host families could meet at the ball game, however, the other activities could be conducted with the students and chaperones. Vice Chair Arthur asked about transportation. Chair Garcia stated that a few cars could be used or BART, or another form of public transportation, but additional research is needed. For the Tech Museum and Great America, Chair Garcia would like to coordinate with the Valley Transportation Authority – in the past, they received free bus passes within Santa Clara County. Mendizabel suggested light rail for both. Chair Garcia met with a middle school English teacher in Tsukuba and they proposed doing an exchange between two middle schools as a teddy bear project. For example, a teddy bear would be purchased and a journal and the teddy bear would go home with the students and they would write what each student did with the teddy bear (there was some discussion about putting this online). She feels this project may generate awareness for students who might not otherwise be interested. If it worked in middle schools perhaps it could work in Elementary schools at some point. Chair Garcia noted that the stuffed animal doesn't have to be a teddy bear, it could be a dog or cat or other favorite animal. Also, Commissioner Arefi said the company he works for, Rite Aid, will provide soft drinks for the barbeque during their visit, however he will be out of town during the event.

3. HUIZHOU CITY, CHINA: SISTER CITIES RELATIONSHIP

Chair Garcia reported that Commissioner Grilli stated there is no change at this point. Grilli has asked Huizhou to consider a Fall visit and has not yet heard back from them.

4. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP

Commissioner Iringan stated that there is nothing new to report.

5. EUROPEAN SISTER CITY RESEARCH

Commissioner Arefi did some research and called the Swiss consulate in San Francisco. He asked if it is appropriate to contact people as a representative of the SCC. Chair Garcia said yes, and that he has full permission to spearhead this effort. She noted that one of the next steps would be to find out how much interest there would be in the Milpitas community. Arefi stated that some countries have cultural activities within the schools. He will find out if there is any interest in the community and he noted that it could

spread out from Milpitas with an initial group that may have ties to Milpitas. So far he does not yet know which European countries would have the most interest.

6. 2004 WORKPLAN REVIEW & UPDATE

Currently there are no changes. This item will be discussed at the next meeting.

XI. CITY COUNCIL LIAISON REPORT

Councilmember Livengood reminded members of the Commissioners Recognition Dinner scheduled on July 23rd in the Plaza area at City Hall. He stated that he hopes all members of the SCC can be there and reminded members to RSVP as soon as possible.

XII. FUTURE AGENDA ITEMS

1. Milpitas Sister Cities Association - Report
2. Sister City Relationships/Cultural Exchanges:
 - a. Tsukuba City, Japan
 - i. July 6, 2004 visit to Milpitas - Report (July)
 - ii. 2004 Tsukuba-to-Milpitas Visit - Planning Session/Itinerary (July)
 - b. Dagupan City, Philippines - Updates
 - c. Huizhou City, China - Updates
3. 2004 Work Plan Review - Upcoming Items, as needed (July)
4. European Sister City Research - Report (July)

XIII. Adjournment

No further business was discussed and the meeting adjourned at 8:07 p.m. until the next regularly scheduled meeting on July 22, 2004.

MOTION to adjourn.

M/S: Mateo/Iringan Ayes: All

Respectfully Submitted,

Holly Cuciz
Recording Secretary

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, July 22, 2004
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Rm.

I. Roll Chair Garcia called the meeting to order at 7:05 p.m.

Commissioners/Alternates Present: Arefi, Vice Chair Arthur, Chahal,
Chair Garcia, Iringan, and Swiger
Commissioners Absent: Downey, Grilli, Mateo
City Council Liaison Present: Bob Livengood
MUSD Liaison Present: Mike Mendizabal

II. Alternates Alternate Arefi was seated.

III. Pledge Chair Garcia led the Pledge of Allegiance.

IV. Minutes Commissioner Swiger requested a change to the June minutes. After discussion, it was decided to add the sentence, "The Commission declined to act upon this item at that time," after the last sentence in Item 2b.

MOTION to approve the Minutes of June 24, 2004, as amended.

M/S: Chahal/Iringan Ayes: All

V. Agenda **MOTION** to approve the July 22, 2004 agenda.

M/S: Arthur/Arefi Ayes: All

VI. Announcements/Correspondence

Staff noted copies of thank you letters and certificates of appreciation mailed to Milpitas Global Village volunteers June Romero, Sadie Garcia, Charlene Tsao and distributed and noted that the information would be mailed to those absent.

VII. Citizen's Forum

No members from the public were present.

VIII. Old Business

1. MILPITAS SISTER CITIES ASSOCIATION

No new information was available to report. Chair Garcia requested to carry this item to the August agenda.

2. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP

a) Tsukuba Delegation Visit, July 5 – 6: Chair Garcia noted that Tsukuba arrived the afternoon of July 5 and left the afternoon of July 6. No touring of city facilities occurred and Garcia extended apologies to staff for arranging tours and noted that all were understanding and kind. A dinner with Tsukuba delegates, Mayor Esteves and Mayor Fujisawa was hosted on July 5. Included in the agenda packet is a Council Proclamation presented to Mayor Fujisawa by Mayor Esteves. Chair Garcia reported that feedback from the Tsukuba delegation was positive and that, although the visit was abbreviated, it was greatly appreciated. At the July 6 Council meeting, Chair Garcia presented two gifts from Tsukuba to Milpitas: a glass blown vase and framed statement from Mayor Fujisawa; and, a wood carving of an owl. The Mayor read the Proclamation at the July 6 Council session. Staff offered to display the gifts in a public area of City Hall during the cultural exchange in August. This would allow for photos so these may be taken back to Tsukuba.

Tsukuba-to-Milpitas Cultural Exchange, August 16 – 23, 2004: Chair Garcia noted that there are families for the seven students although they are still looking for a host family for the teacher. Staff distributed a draft itinerary for planning purposes. Chair Garcia noted that when she visited Tsukuba, coordinators gave her a list of desired activities, which she suggested the commission consider. Tsukuba students would like to go to a San Jose Giants game and the best time would be on Thursday evening because the Friendship Party will take place on Friday evening. They would also like to visit Great America Theme Park and San Francisco. In addition, a NASA employee and Milpitas resident has offered to coordinate a tour of the Mars exhibit at NASA free of charge. Chair Garcia suggested a Tuesday tour to accommodate the tentative itinerary and still allow time to recover from jet lag. Discussion followed regarding a visit to the Tech Museum. Chair Garcia recommended the San Francisco visit on Wednesday. Vice Chair Arthur asked about seeing the Golden Gate Bridge and she said they would have to check into transportation. Chair Garcia suggested taking BART. Arefi noted that it might be possible to take cable cars and connect to a bus to see the bridge. Chair Garcia noted that some families may take students to San Francisco on their free time and they may be able to see the bridge then. Chair Garcia said they should probably skip a visit to the bridge for their group trip. Mendizabel also noted that there is a cruise that will go around the Bay and under the bridge. Chair Garcia will research costs and e-mail Tsukuba to propose the excursion. A possible solution would be a day at Great America, then going to the San Jose Giants game in the evening. A tentative itinerary would be: Monday, Host Family Introduction Family; Tuesday, visit NASA and the Great Mall; Wednesday visit San Francisco; Thursday visit Great America and attend a San Jose Giants game; Friday visit the Tech Museum and attend the Friendship Party; Saturday and Sunday with host families; and Monday, early morning, conduct a brief Farewell Ceremony.

Chair Garcia will confirm with Tsukuba to determine if delegates are bringing a gift and will check to see if the students are interested in attending a City Council meeting. Vice Chair Arthur noted that a gift could be given to Tsukuba at the Friendship Party if they are not attending the City Council meeting. Staff noted that the catering will be provided by Home Cookery of Milpitas, who provided a quote at \$900.25 for a BBQ for 75 people. There are funds remaining in the budget that can be used to reimburse Chair Garcia for the dinner with Tsukuba at Dave & Busters on July 5. Staff also noted the generous donation from Arefi's employer of sodas. The food will be cooked by the caterer and will not require preparation and will be served buffet style. Iringan stated he would donate a fruit tray. Staff noted that MV Transit, a reliable ground transportation service, would provide airport transportation. She will secure the pricing and assurance that both trips include pick up and drop off in front of the Milpitas Community Center. The bus will easily accommodate seating for 12 to 15 people, but does not have luggage racks – they can seat 18, but not with luggage. It was confirmed that Chair Garcia and Vice Chair Arthur would greet and escort the Tsukuba delegation, for a total of 11 people on the bus. Discussion followed regarding individual gifts and an official city gift; staff noted the budget is \$130 for 9 travelers or it can be \$250 if there is not an official city gift. Chair Garcia will find out if Tsukuba will bring an official city gift, however, the City has already received two gifts this year and Chair Garcia will recommend for them not to bring a gift. Staff suggested that the gifts could be from student to student - if they needed to give gifts, they could give something to their host family's children. Vice Chair Arthur asked about the ratio of boys and girls. Chair Garcia said there will be 4 girls and 3 boys. Chair Arthur noted that she may buy something for them. Staff noted that commissioners could seek contributions from the community.

Chair Garcia will confirm and issue a final itinerary and Vice Chair Arthur will follow-up on gifts. Staff will handle catering and airport transportation. Swiger asked if Chair Garcia would give information to the Milpitas Post about her trip to Tsukuba. Chair Garcia will work on something to get pictures for the Post. Swiger suggested an article if there are no pictures available. Staffs noted that information could be provided about August's student-oriented exchange and provide photos and information about the trip to Tsukuba in June. The commission reviewed submission deadlines to the Post for possible printing of an article and pictures.

3. HUIZHOU CITY, CHINA: SISTER CITIES RELATIONSHIP

Chair Garcia reported that Commissioner Grilli was unable to attend. Staff distributed a copy of the signed MOU. She noted that the date signed by Mayor Esteves is April 28, 2004. Due to a reporting requirement of the commission, staff requested that it declare this the official start date of this two-year relationship.

Mr. Francis Chien, representing the Huizhou-Milpitas Sister City Committee, addressed the commission and request information about planning for separate visits from Huizhou; one of officials and one of students. He noted that Mayor Yebin signed the Chinese version of the MOU and that two copies were sent to Milpitas staff via express mail. Mr. Mr. Chien presented contents of an e-mail sent by Catherine Chen on July 8 describing student selection with a request to begin e-mail communication with Milpitas students before a visit. Mr. Chien believes this will provide them some connection before they meet each other. Huizhou will mail the detail of students if this is agreeable to the

commission. Chair Garcia asked about the age of the students. Mr. Chien said they are High School age.

Chair Garcia stated the Chinese Club at Milpitas High School would be a good place to start recruitment of interested students. MUSD Liaison Mendizabel noted that there are eight students from the Chinese Club who have expressed interested in hosting or going to Huizhou. He should be able to find enough to begin the e-mail communication. Mr. Chien proposed beginning communication with 10 to 20 students. Chair Garcia asked about a need for translators, and Mr. Chien responded that the school is bilingual. Mr. Chien noted that the families Milpitas students would connect with in Huizhou will have large enough homes to accommodate Milpitas students. Swiger noted that the number of students communicating via e-mail could be higher than those visiting. Chair Garcia noted that Commissioner Grilli had stated that he would also like to open up this opportunity to the entire school and not just the Chinese Club, but that is a good place to begin.

Mr. Chien noted that Huizhou would also have teachers and city staff visiting. He explained that Huizhou desires to send a group of six people from Huizhou to visit Milpitas and Houston in October or November. Staff stated that current understanding, per Grilli, was that a possible exchange could begin with Huizhou visiting Milpitas during the Thanksgiving holiday week. Mr. Chien responded Fall visit being only four months away. A quick response is requested because application for visas requires an interview appointment in China. This process needs to begin immediately. Staff asked if this could this be a group appointment so that they could interview the group and chaperones. Mr. Chien stated these are individual appointments. Chair Garcia noted this would create a problem because the coordinators will have to wait until school starts. Mr. Chien asked if Huizhou may proceed with sending the student list to the commission. Staff replied yes, but due to timing issues, perhaps students should be prioritized for the exchange. Staff suggested that the commission could set a number of students that seems reasonable or recommend it to Grilli so that a letter can be written. Chair Garcia stated it is her belief that the offer should to be opened up to the entire high school. Chair Garcia noted it could be published in the Milpitas Post and on the City's website. Mendizabel stated that since there are already eight students interested from the Chinese Club then 10 should definitely be a safe number. Chair Garcia recommended 10 students, although there may be more interest, however the timing and the fact that school has not started does not allow for a number greater than 10. Arefi stated the he would like to see a broad range of students. Mendizabel stated that this would be opened to everyone and if there are more than 10 applications there will need to be to selection process. Chair Garcia asked if there could be an information table at orientation day. Mendizabel replied yes and someone would need to be at the table to distribute information and answer questions. Chair Garcia will ask Grilli about being present at the table. This would be limited to sophomores through seniors as that is the age range of the Chinese students.

Mr. Chien had a question about the length of a visit, as Huizhou students may visit other places after they leave Milpitas. Chair Garcia suggested one week and the commission concurred. Chahal asked questions about what information they needed to submit about their visa in terms of where they will be visiting. Swiger stated that the letter sent by the City should only address their visit to Milpitas and the dates that they are visiting here. Arefi stated that they do not need to let immigration know the specific cities that they will be visiting. Chahal stated that they are now doing fingerprinting at the airport and stated that if they visit elsewhere they will have problems obtaining entrance into the US if they

try to come back. Staff noted that an approximate timeframe could be to conduct the exchange November 19 – 28, pending flight accommodations and final arrangements.

MOTION to declare an effective date of April 28, 2004, which is the date the MOU was signed by Mayor Esteves, as the start of the two-year sister city relationship between Milpitas and Huizhou.

M/S: Swiger/Arthur Ayes: All

4. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP

Staff and Iringan distributed e-mail copies with information that was sent to Mayor Esteves requesting that a letter be sent to Mayor Lim soon to visit sometime before October. Iringan noted that there was an open letter of invitation sent in November 2003, however it is interesting that they are asking for another letter. Mayor Lim still needs to secure a visa. Discussion followed regarding e-mail contact from an individual in Dagupan. Iringan noted that, until advised otherwise from Mayor Lim's office, the appropriate contact person for Dagupan is Rafael Baraan. All correspondence regarding the relationship should be from Mr. Baraan as Milpitas has received an official letter stating that he is the contact. By consensus, the commission chose not to act on the e-mail from the unofficial correspondence. Staff stated that she is available to write another letter for Mayor Esteves' signature, should a letter be deemed necessary. Swiger was not sure if this is appropriate and Chair Garcia noted that this has been done in the past for students.

Iringan stated there needs to be proper protocol for communication between Dagupan and Milpitas and that it is his understanding that information about this sister city relationship should be exchanged between Mr. Baraan and him. Swiger stated the commission should consider taking a position that they only respond to correspondence from Mr. Baraan. Chair Garcia noted that while Mr. Romy Manuel is the local contact for the Dagupan City Association of Northern California and that local collaboration is critical to facilitating activities, the commission needs to maintain official city-to-city contacts. Vice Chair Arthur noted that the Mayor's office should send an official letter. Chair Garcia stated that for any inquiries about potential visits, the official request or invitation should come directly from an official contact, then the lead commissioner and representatives and/or volunteers can work together on visits. Chair Garcia proposed that Iringan respond to Mr. Manuel stating that the commission needs an official response directly from Mayor Lim's office.

Staff distributed a June 30 letter from Sister Cities International with congratulations to Milpitas for its relationship with Dagupan. Two copies of a certificate recognizing the relationship were provided. Iringan accepted one certificate to forward to Dagupan.

5. EUROPEAN SISTER CITY RESEARCH

Commissioner Arefi stated that he contacted the Northern California Italian-American Heritage Foundation (NCIAHF). It is located in San Jose and includes membership within Santa Clara County. He met with the Director of Operations Sal Scrivano, who was very receptive of the idea of a sister city relationship with a city in Italy. Mr. Scrivano referred Arefi to an NCIAHF representative Judy Joseph. Arefi noted that

Florence is a sister city of Santa Clara and Los Gatos has another sister city in Italy. Arefi stated that the secretary for NCIAHF resides in Milpitas and has contacts within the City, therefore there should be a group of local residents that would potentially support a relationship. As soon as he meets with the NCIAH representative, he will have more information as they are familiar with sister city relationship protocol.

6. 2004 WORKPLAN REVIEW & UPDATE

Staff noted no changes.

XI. CITY COUNCIL LIAISON REPORT

Councilmember Livengood noted that tomorrow evening is the Commissioners' Recognition Dinner in the City Hall Plaza and he hopes to see members of the SCC there.

XII. FUTURE AGENDA ITEMS

1. Milpitas Sister Cities Association - Report
2. Sister City Relationships/Cultural Exchanges:
 - a. Tsukuba City, Japan
 - i. 2004 Tsukuba-to-Milpitas Report
 - b. Dagupan City, Philippines - Updates
 - c. Huizhou City, China - Updates
3. 2004 Work Plan Review - Upcoming Items, as needed (August)
4. European Sister City Research - Report (August)

XIII. Adjournment

No further business was discussed and the meeting adjourned at 9:21 p.m. until the next regularly scheduled meeting on July 22, 2004.

MOTION to adjourn.

M/S: Swiger/Iringan Ayes: All

Respectfully Submitted,

Holly Cuciz
Recording Secretary

Leslie Stobbe
Public Information Specialist

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, August 26, 2004
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Rm.

I. Roll Chair Garcia called the meeting to order at 7:00 p.m.

Commissioners/Alternates Present: Arefi, Chahal, Grilli, Chair Garcia, Mateo and Swiger
Commissioners Absent: Vice Chair Arthur, Downey and Iringan
City Council Liaison Present: Bob Livengood
MUSD Liaison Present: Mike Mendizabal

II. Alternates Alternates Arefi and Mateo were seated.

III. Pledge Chair Garcia led the Pledge of Allegiance.

IV. Minutes Commissioner Arefi requested inclusion of D.J. Navarro's name as the coordinating NASA employee for this tour (Item 2, page two).

MOTION to approve the Minutes of July 22, 2004, as amended.

M/S: Arefi/Mateo Ayes: All

V. Agenda **MOTION** to approve the August 26, 2004 agenda.

M/S: Grilli/Mateo Ayes: All

VI. Announcements/Correspondence

Staff announced that all commissioners should have received an e-mail message from Cindy Maxwell regarding the San Jose junior college courses that will be offered at the Milpitas Adult School this fall.

Staff brought a digital camera to take additional photos of commissioners for the city's website.

VII. Citizen's Forum

No members from the public were present.

VIII. Old Business

1. MILPITAS SISTER CITIES ASSOCIATION

Commissioner Grilli stated that there is not any news at this time. He added that the application was corrected and resubmitted by the City Attorney's Office in February.

2. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP

Tsukuba-to-Milpitas Cultural Exchange, August 16 – 23, 2004: Chair Garcia noted that the visitors arrived safely back in Tsukuba. She stated that it was a great visit and the students got along well. They especially enjoyed the Bay Cruise and participated in all of the activities listed on the itinerary. Over the weekend with the host families, the students went everywhere from Monterey to an American wedding. They attended the August 17 Council meeting, received autographs from Mayor Esteves, and the Friendship Party was successful. Chair Garcia noted that overall the visit was a huge success.

Staff distributed a letter for Mayor Esteves' signature in response to Mayor Fujisawa's letter of August 16, which Mr. Kazuhiro Idemura read at the August 17 Council meeting. Chair Garcia noted that there was an article in the Milpitas Post about the visit on page five with photos. Discussion followed regarding reconciling expenditures for the visit: 1) remaining budget amount for fiscal year 2004-05 is \$607; 2) staff received and will process Vice Chair Arthur's reimbursement request; 3) The Friendship Party was originally budgeted at \$1,200, however actual expense was \$900.25, which allows for limited reimbursement to Chair Garcia for expenses incurred to host the dinner for Tsukuba officials on July 5. Staff asked if vendor services for catering and transportation were acceptable? Commissioners replied yes and noted these were professional services. Commissioner Grilli inquired about the amount of \$2,600 per sister city per year. Staff replied each sister city has a budget of \$2,600 this fiscal year, however the amount approved by Council for this visit was \$2,010. Commissioner Grilli asked if amounts not used could be cumulative and rolled forward to the next fiscal year. Staff replied that this was not possible due to the formal budget process. Discussion followed regarding reimbursing Chair Garcia for the dinner of July 5. It was noted that total cost was \$666.30, however Chair Garcia would like to donate about half of this cost. By consensus, the commission directed staff to reimburse Chair Garcia in the amount of \$300 from the approved budget. Commissioner Swiger asked if donated amounts would appear in the city budget, to which staff replied this would not appear as city funds.

Chair Garcia requested this item remain on the agenda for future updates, as needed.

3. HUIZHOU CITY, CHINA: SISTER CITIES RELATIONSHIP

Commissioner Grilli stated reviewed his communication with Huizhou City officials. There is a desire for a delegation of officials to visit Milpitas in October. Detailed information is not yet available. The student exchange begins with a visit of ten Huizhou students and chaperones to Milpitas in November, and then reciprocates with ten Milpitas students visiting Huizhou during spring break in April 2005. There are no stated limitations on the number of adults. Grilli noted next steps are at the beginning of the school year to open this opportunity to sophomores through seniors. If there are more than ten interested students, the commission or a subcommittee would need to select the ten most viable candidates. Staff noted that in the commissioner's packets, she included a letter from Huizhou staff Ms. Catherine Chen with a request that Mayor Esteves sign an additional agreement. Staff noted that Mayor Yebin did sign the Chinese and English versions of the MOUs. Huizhou's request is that this agreement be signed, as it is needed to submit to the Peoples Republic of China. Staff reviewed the language noting that Item 1 mirrors language in the agreed-upon MOU; Item 2 is new in that it asks that relationship leaders maintain consistent communication, which is interpreted to be an agreement of accountability. Huizhou would like to maintain a timely exchange of

information for which both sides could agree. This appears to be an internal federal document that Huizhou officials need as to demonstrate to their government. Chair Garcia observed that Huizhou probably does not want a dormant sister city relationship. Swiger noted that the agreement does not have a time limit. Staff will research to determine if this needs to be brought before the City Council or if Mayor Esteves can simply sign it. Staff noted that a cover letter along with the signed agreement could be written by Mayor Esteves to include a reference to the dates of the MOU.

Mr. Francis Chien requested that an invitation letter be issued for the students. Chair Garcia asked if Huizhou would need a letter for each student. Grilli responded that he has not received a list of students yet and will contact Ms. Chen about this and that he does not yet know the requirements upon Huizhou for obtaining travel documents. Staff asked that Mr. Chien or Ms. Chen provide names of the ten students to Grilli so that names could be placed on letters of invitation. Staff stated that the invitation letter should include name; date of travel; intent; and the names and titles of adults as well. Staff wondered if all information could be put in one letter from Mayor Esteves to Mayor Yebin offering the cultural exchange? Staff also asked if a separate letter of invitation is necessary for Mayor Yebin's and/or Huizhou's vice mayor and delegation's visit to Milpitas in October? A purpose of this visit could be to present Huizhou's agreement. After obtaining signature of two originals in Milpitas, Huizhou officials could bring one copy back to Mayor Yebin. Staff asked if Grilli could clarify this with Huizhou. Grilli responded he will confirm whether separate letters are needed; whether the Mayor or vice mayor will be visiting in October; and confirm how Huizhou desires to conduct the signing of their agreement. Staff noted Council meetings in October 5 and 19 during the time frame for this tentative visit.

MOTION to direct staff to proceed appropriately to research procedure for Mayor Esteves' signature of Huizhou's agreement.

M/S: Grilli/Chahal Ayes: All

4. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP

Staff distributed an e-mail regarding a flooding catastrophe in Dagupan. A state of emergency was declared which delays the Dagupan Sister Cities Commission from meeting to plan for its visit to Milpitas. They have extended their apologies in finalizing their plans, however, the visit with Mayor Lim is still scheduled for September 14 and 15. Staff also distributed an e-mail sent from Commissioner Iringan with a two-day itinerary, and Mayor Esteves' letter to the U.S. Embassy in Manila requesting an early interview for Mayor Lim to obtain a travel visa. Staff requested an item-by-item review of the itinerary. Chair Garcia asked how many people would be in the delegation. Swiger replied approximately fifteen. Staff requested all travelers' names and titles be provided. Mr. Romy Manuel stated that the current schedule is correct. He noted that he received an e-mail stating consideration of moving the visit to September 21, as some officials' travel visas have expired and it is difficult to get renewals, however this is unconfirmed. Staff asked how many visitors would need renewals. Mr. Manuel replied that renewals are needed for the Mayor, his wife and two counselors - the rest of the delegation has visas. They were interviewed yesterday and are thankful that Mayor Esteves issued the letter, which they believe was helpful in obtaining earlier interviews. Mr. Manuel noted that Iringan prepared a two-day schedule where Milpitas offers a dinner to the delegation. Mr. Manuel suggested a dinner on day two hosted by Drs. Aida and Rodolfo Halili. Dr.

Aida Halili is a commissioner of the Dagupan Sister Cities Commission, and a board director of the Dagupan City Association of Northern California (DCANC). Chair Garcia asked when their delegation would arrive in Milpitas. Mr. Manuel stated that he should know by Wed., Sept. 1, and will send an e-mail at that time. Mr. Manuel noted that they are also requesting a photo exhibit of Dagupan scenery to be displayed at City Hall. Staff noted that permission would need to be obtained. She expressed concern about maintaining the integrity of the visit balanced with the need to City's need to provide uninterrupted service to its customers during business hours. Staff recommended that photos to be displayed in the second floor rotunda area for the public access and so that the exhibit does not interfere with City business. There could be a sign directing visitors upstairs to the photo exhibit. Mr. Manuel stated a desire to sell the photos. Staff stated that sales may not be conducted within City Hall. There may be a card with a referral number listed by each picture. Staff offered to work with Iringan and Mr. Manuel.

Commissioner Swiger asked how many people would be attending on the second day. Mr. Manuel replied over fifty. Chair Garcia noted that there is a list on page two suggesting provision of City promotional items. Chair Garcia noted that Iringan is requesting funds for local transportation. Staff noted that the commission has rented vans in the past. Swiger clarified this would be transport for touring. Staff suggested a two-day rental. Mr. Manuel noted that airport transportation and accommodations will be provided by the DCANC for all of the delegation. Swiger also stated that some of the delegation would be here already and with others arriving at different times. Staff noted that commissioner would need to provide personal information to drive rental vehicles. A liability insurance request would need to go to the City's Finance Director/Risk Manager. Commissioner Swiger asked about the size of the van. Staff responded that the van could transport seven people, not including the driver. Grilli asked how many people needed transportation. Staff replied the fifteen Dagupan delegates plus Milpitas escorts should be included. Grilli asked if this is for local travel only, to which staff replied yes. Chair Garcia asked that staff follow up on vehicle rental details.

Staff cannot do a cash advance as requested, but with approval of a budget, receipts can be saved and commissioners can be reimbursed with a budget amount set by the commission. Staff will provide 50th Anniversary gift bags. Vice Chair Arthur has souvenir T-shirts and recycle bags. Chair Garcia noted that a key to the city would cost around \$110. Staff noted that perhaps a key was already presented when Mayor Esteves visited Dagupan in December 2003. Councilmember Livengood asked if there is a subcommittee for the Dagupan group, and if so, who is on the subcommittee. Chair Garcia noted that Vice Chair Arthur and Commissioner Iringan are both on the subcommittee and both absent this evening. The Commission thought a City Council proclamation was a good idea. Staff will check on availability of 50th Anniversary history books and prices. Staff noted that there is no direct cost for the proclamation. By consensus, the commission directed staff to assist Chair Garcia and lead Commissioner Iringan this visit, including a recommendation for a budget to Council at its Sept. 7 meeting. Chair Garcia noted that it appears some Dagupan delegation members would attend the next commission meeting. She requested that this item will be moved to the top of the Sept. agenda, under Old Business.

5. EUROPEAN SISTER CITY RESEARCH

Commissioner Arefi stated that he met with Ms. Judy Verona, the Vice President of Public Relations for the Northern California Italian American Heritage Foundation. He

informed Ms. Verona of the need for support from the community. Ms. Verona noted that the foundation has 1,200 members in Santa Clara County. Arefi and Ms. Verona will do research about contacts in Italy to consider a city similar to Milpitas. She suggested the northern part of the country, which is more industrial and fits better with Silicon Valley, as the south is more agricultural. Ms. Verona reported to Arefi that she knows people who reside in Milpitas who would be very interested in this endeavor. Arefi will obtain names and talk to residents to gauge support for a sister city. Once various towns are suggested, Arefi will begin contacting those cities.

6. 2004 WORKPLAN REVIEW & UPDATE

Staff to provide an updated workplan at the next meeting.

XI. CITY COUNCIL LIAISON REPORT

No report.

XII. FUTURE AGENDA ITEMS

1. Milpitas Sister Cities Association - Report
2. Sister City Relationships/Cultural Exchanges:
 - a. Dagupan City, Philippines
 - b. Huizhou City, China
 - c. Tsukuba City, Japan
3. 2004 Work Plan Review - Updated
4. European Sister City Research - Report

XIII. Adjournment

No further business was discussed and the meeting adjourned at 9:03 p.m. until the next regularly scheduled meeting on September 23, 2004.

MOTION to adjourn.

M/S: Swiger/Mateo Ayes: All

Respectfully Submitted,

Holly Cuciz
Recording Secretary

Leslie Stobbe
Public Information Specialist

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, September 23, 2004
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Rm.

I. Roll Chair Garcia called the meeting to order at 7:05 p.m.

Commissioners/Alternates Present: Grilli, Garcia, Mateo, and Swiger
Commissioners/Alternates Absent: Arefi, Arthur, Chahal, Iringan
City Council Liaison Present: Bob Livengood
MUSD Liaison Present: Marsha Grilli

II. Alternates Alternate Mateo was seated.

III. Pledge Chair Garcia led the Pledge of Allegiance.

IV. Minutes **MOTION** to approve the Minutes of August 26, 2004, as amended.
M/S: Grilli/Mateo Ayes: All

V. Agenda **MOTION** to approve the September 23, 2004 agenda.
M/S: Grilli/Mateo Ayes: All

VI. Announcements/Correspondence

Staff noted 9/09/04 congratulatory letter from Sister Cities International regarding successful relationship with Dagupan City. Staff announced required ethics training dates: Thurs., 10/07/04 or Wed., 10/20/04 and requested commissioners call the staff coordinator.

VII. Citizen's Forum

Raymond Sto. Domingo, Member, Dagupan City Sister Cities Program Commission representing Dagupan City, Philippines was present with residents Dr. Rodolfo Halili and Mrs. Aida Halili, Evelyn Ramirez. Romy Manuel, President of the Dagupan City Association of Northern California accompanied the group. There were no requests to address commission.

VIII. Old Business

1. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP

Commissioner provided the following report: Mayor Lim was impressed with City facilities and all tours were well represented by City staff. The delegation expressed delight with their learning experience from Milpitas and is hopeful Dagupan may implement Milpitas' accomplishments. She noted that the City-hosted dinner on 9/15/04 as a success and thanked staff for their work. Chair Garcia thanked Dr. and Mrs. Halili for their elegant dinner party of 9/14/04. She also acknowledged City staff that volunteered to support the City-hosted dinner. Mr. Manuel introduced Mrs. Aida Halili, and Raymond Sto. Domingo. On their behalf, he thanked the Commission, Mayor and Council and City staff. He stated special gratitude to the city manager and staff that met

with Dagupan representatives on 9/16/04 to discuss policies and procedures. Mr. Manuel said the Dagupan researchers learned many facets of City operations. And, he noted his gratefulness to the SCC subcommittee for attending to itinerary details. Chair Garcia stated the honor to Milpitas to view the "Pillars of Peace" by Artist Joe Datuin and showcase the expert photography exhibit by Artist and Dagupan Sister Cities Commissioner Raymond Sto. Domingo. Staff noted that a cost accounting will be included in the Commission's October agenda packet.

2. HUIZHOU CITY, CHINA: SISTER CITIES RELATIONSHIP

Commissioner Grilli noted developments: High School presentations to students and then for parents on the same day at Back-to-School Night were conducted; responses were positive. He has contacted the Milpitas Post in regards to the potential November Huizhou student visit. Principal Chuck Gary will lead student selection.

Council presentation is set for the session of 10/05/04 to include a signing ceremony and brief recess for a reception. Mr. John Lee, representative of the Huizhou-Milpitas Sister City Committee, offered to provide the refreshments. Discussion followed regarding a city gift exchange; Vice Mayor Xu will present to Mayor Esteves. Staff suggested laser plaque of MOU be presented to Vice Mayor Xu. Group then discussed understanding that Huizhou's agreement is necessary requirement of the People's Republic of China. Staff will forward to City Attorney's Office for review and comment.

Grilli noted that a reception might be scheduled by Chinese Consulate the week 10/06/04. Council and commission members would be invited should this occur, however City calendar shows several public meetings that conflict with this potential scheduling.

Commissioner Swiger asked if a Council presentation is the only event for this visit? Grilli responded that is unknown at this point. The basic itinerary planning is: meet with Mayor Esteves 5 –6PM at City Hall; 6PM – Tour of Council Chambers; 7PM Council Presentation.

Chair Garcia asked what is itinerary for student visit in November? Grilli responded to attend school with host student at least one day, if not two; tour San Francisco on a school day; experience Thanksgiving with host family, and; one day trip with host family. Travel/exchange visit dates under consideration are 11/20 – 27/04.

Grilli then noted that the student delegation will include four adult chaperones. Chair Garcia asked if the adults are interested in home stay? Grilli responded this is not confirmed at this time.

Staff asked if there would be a budget request of Council? Grilli responded earliest mtg. to be able to provide info is the 11/02/04 Council Meeting. The following expenses were considered: airport transportation and options for a day trips such as a SF tour – Huizhou students only, on Tues., possibly a Bay cruise; the Tech Museum. Other scheduling needs were to arrange students to attend school on Monday. Grilli noted he will have more to report at the 10/21/04 commission meeting as is communicating with Huizhou staff Catherine Chen to discuss a tentative itinerary during the October officials' visit.

Staff asked is the commission would provide an agenda for the 10/05/04 meeting? Grilli responded he would provide broad topics. Staff will arrange Council presentation, City tours and dinner coordination.

Mr. Peter Chen reviewed recent Huizhou economic development accomplishments.

3. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP

Chair stated no updates, but noted need to start recruiting in January or February for the Milpitas-to-Tsukuba student exchange visit in June 2005.

4. EUROPEAN SISTER CITY RESEARCH: No report.

5. 2004 WORKPLAN REVIEW & UPDATE

Staff presented updated work plan, which was accepted by consensus.

6. MILPITAS SISTER CITIES ASSOCIATION

Staff reported conversation with Asst. City Attorney John Bakker: A letter was received from the Dept. of Corporations on 9/18/04 stating filing would take approximately one more month.

XI. CITY COUNCIL LIAISON REPORT: No report.

XII. FUTURE AGENDA ITEMS

1. Milpitas Sister Cities Association – Report
2. Sister City Relationships/Cultural Exchanges:
 - a. Tsukuba City, Japan
 - b. Dagupan City, Philippines
 - c. Huizhou City, China
3. European Sister City Research – Report
4. Tentative 2005 Work Plan Review
5. Schedule for Nov. & Dec. Meetings: Cancel both; reschedule to a special meeting.

XIII. Adjournment

No further business was discussed and the meeting adjourned at 7:55 p.m. until the next regularly scheduled meeting on October 21, 2004.

MOTION to adjourn.

M/S: Swiger/Grilli Ayes: All

Respectfully Submitted,
Leslie Stobbe
Public Information Specialist

Holly Cuciz
Recording Secretary

**UNAPPROVED MINUTES
CITY OF MILPITAS
SISTER CITIES COMMISSION**

Minutes: Regular Meeting of Sister Cities Commission (SCC)
Date of Meeting: Thursday, October 28, 2004
Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd., Committee Conference Rm.

I. Roll Chair Garcia called the meeting to order at 7:00 p.m.

Commissioners/Alternates Present: Arefi, Arthur, Chahal, Downey, Grilli, Garcia, and Mateo
Commissioners/Alternates Absent: Iringan and Swiger
City Council Liaison Present: Bob Livengood
MUSD Liaison Present: Marsha Grilli

II. Alternates Alternate Mateo was seated.

III. Pledge Chair Garcia led the Pledge of Allegiance.

IV. Minutes **MOTION** to approve the Minutes of September 23, 2004.
M/S: Grilli/Arthur Ayes: All

V. Agenda **MOTION** to approve the October 28, 2004 agenda.
M/S: Grilli/Arthur Ayes: All

VI. Announcements/Correspondence

Staff is requesting response to two surveys, one for the Ethics First! project and the other for planning the next Commissioners Recognition Event.

VII. Citizen's Forum
No comments were made.

VIII. Old Business

1. MILPITAS SISTER CITIES ASSOCIATION

Staff reported that Assistant City Attorney John Baker called the State Department of Corporations to follow-up on status. Response was that the application should be filed by November. Once filed, a certificate will be issued.

2. DAGUPAN CITY, PHILLIPINES: SISTER CITIES RELATIONSHIP

No report.

3. HUIZHOU CITY, CHINA: SISTER CITIES RELATIONSHIP

Commissioner Grilli reported that it is currently unclear whether or not the student visit to Milpitas will occur this year. He received a list showing two adults who will accompany students provided the adults could obtain visas. This process is new to them, and host students in Milpitas will not be selected until it is certain that the visit will occur in November, although it seems unlikely at this point. He is still waiting to receive an update. Councilmember Livengood stated that he is familiar with the process for obtaining visas and he noted that visas are getting tougher to obtain and it may take longer than it has in the past to obtain a visa. Commissioner Grilli noted that he spoke with Catherine Chen about a possible visit to Huizhou in April 2005, and then Huizhou could visit next year in October or November of 2005.

Francis Chien stated that he is also waiting for an update and told them not to give up hope for a possible visit this November. Staff attempted to send a fax to the U.S. Consulate, however, there were problems getting through. Mr. Chien noted how difficult it is to get a visa to the U.S. and if Milpitas visits Huizhou first, that would okay and would give Huizhou enough time to prepare as well as obtaining visas.

4. TSUKUBA CITY, JAPAN: SISTER CITIES RELATIONSHIP

Vice Chair Arthur received a call from Teresa Lin, a Milpitas High School teacher, asking for help to take fifteen students to Hiroshima during spring vacation in April with three chaperones. Ms. Lin spoke to the commission and noted that she teaches English and her students are reading John Hershey's non-fiction book about Hiroshima. She feels that if they visited there, they would have a better experience of what happened. Vice Chair Arthur stated that since this is not an official visit, it is difficult to find a home stay and she does not think we can ask Tsukuba to find home stays. However, we can ask about using Tsukuba's cabins. If they stay there, they would need transportation. Staff asked if there had been any contact with Hiroshima City to see if they can assist. Ms. Lin said not yet and she has two grants she is looking at submitting to obtain assistance. Chair Garcia stated that this is an excellent idea and she would be happy to contact Tsukuba to see if they are interested in assisting. She can check with them to see if they know of organizations in Hiroshima as well to reduce costs for students to stay in Hiroshima. Chair Garcia will contact Mr. Hosoto.

Ms. Lin is working on getting the school board to approve this visit at their November 9th meeting and if the Board approves this then she will move forward. Vice Chair Arthur stated that next year will be their tenth visit and a Tsukuba contact mentioned having a celebration. Staff noted that there was a pre-visit in 1996, but the official Sister City Relationship began in 1997, so the ten-year anniversary should actually be recognized in 2007. Chair Garcia noted the need to work on distributing applications to middle schools for the June visit to Tsukuba. Vice Chair Arthur will call Russell and Rancho Schools to have the information placed in school newsletters. She will also contact the principals of both schools. Commissioner Arefi asked if this is for Junior High School ages. Chair Garcia said yes, the agreement with Tsukuba is for 7th, 8th and 9th graders. Vice Chair

Arthur will also contact the private schools as well to check about placing announcements in these newsletters. Staff will place the adult and student applications on the city's website. The date of the Tsukuba visit is June 17 – 26 2005.

Staff will note on the website that the visit from Tsukuba should take place during the second or third week of August. The commissioners thanked Commissioner Arefi for obtaining beverages for the Friendship Party barbeque in August, which Rite Aid donated. A letter of thanks from Chair Garcia on behalf of the Commission was mailed to the Rite Aid contact.

5. EUROPEAN SISTER CITY RESEARCH:

Commissioner Arefi reported that he had two informal visits with the Italian American Heritage Foundation (IAHF) and met with a group of about ten people who were very receptive. He has drafted a formal letter to present to the group, but he would like feedback from the commission first to determine if it is acceptable. He has tentatively made arrangements to meet them during their monthly luncheon on the third Wednesday of each month where he was invited to attend and present the letter. The group has indicated that there are people who would be interested and support this project. Commissioner Arefi has also been in touch with Viktor Zakis, Membership Assistant, Development Coordinator, with Sister Cities International in Washington DC. Mr. Zakis contacted the Italian embassy in DC and has contacted the person in charge of sister city relationships for Italy. This preliminary contact is not at a conclusive stage yet for a sister city. However, Commissioner Arefi may now communicate directly with the First Secretary of the Italian embassy. Ms. Verona of the IAHF will look to find cities similar in size. Mr. Zakis mentioned Vasona in Northern Italy as that city does not yet have a sister city, and he will see if the embassy can facilitate his contact with the city of Vasona. Commissioner Arefi noted that after the letter is presented it would most likely be included in a newsletter to the foundation members. Chair Garcia approved Arefi's draft letter for preparation and mailing by staff.

6. 2004 WORKPLAN REVIEW & UPDATE

Staff noted that during 2005, Global Village would not occur as it is held every other year. Staff noted that by April 15, 2005, the commission needs to review the relationship with Dagupan and make a recommendation to the City Council, which needs to occur at one of the 2005 Council sessions on or before April 5, 2005. The review for Huizhou is slated for 2006 and there is no report required for Tsukuba. The work plan is a one-page document that will note any anticipated activity such as Tsukuba visits and the April visit to Huizhou, as well as a visit from Huizhou in November 2005. There are not any events scheduled yet for Dagupan.

7. SCHEDULE FOR 2004 NOVEMBER & DECEMBER MEETINGS

Motion to cancel the regularly scheduled meetings for November and December 2004.
M/S: Grilli/Arefi AYES: All

Motion to schedule a special meeting on Thursday, December 2, 2004.
M/S: Arthur/Mateo AYES: All

XI. CITY COUNCIL LIAISON REPORT: No report.

XII. FUTURE AGENDA ITEMS

1. Milpitas Sister Cities Association – Report
2. Sister City Relationships/Cultural Exchanges:
 - a. Tsukuba City, Japan
 - b. Dagupan City, Philippines
 - c. Huizhou City, China
3. European Sister City Research – Report
4. Tentative 2005 Work Plan Review

XIII. Adjournment

No further business was discussed and the meeting adjourned at 7:39 p.m. until the next special meeting scheduled for December 2, 2004.

MOTION to adjourn.

M/S: Chahal/Mateo Ayes: All

Respectfully Submitted,
Leslie Stobbe
Public Information Specialist

Respectfully Submitted,
Holly Cuciz
Recording Secretary